SiteManager Training Manual

Module D
Chapter 5

Contractor Payments (+)
Milestone Adjustments (+)

D-5-2

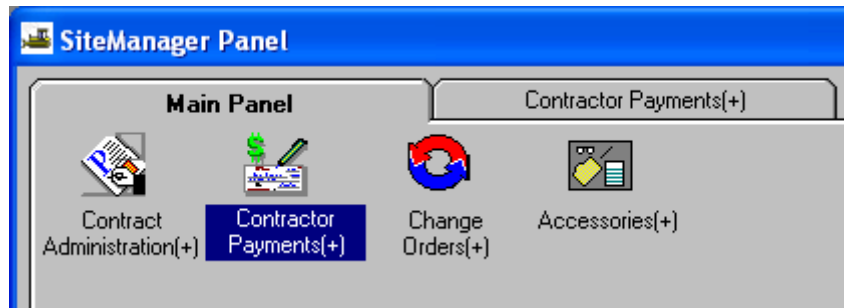# Viewing Accounting Received Date

Student's Version

Indiana Department of Transportation
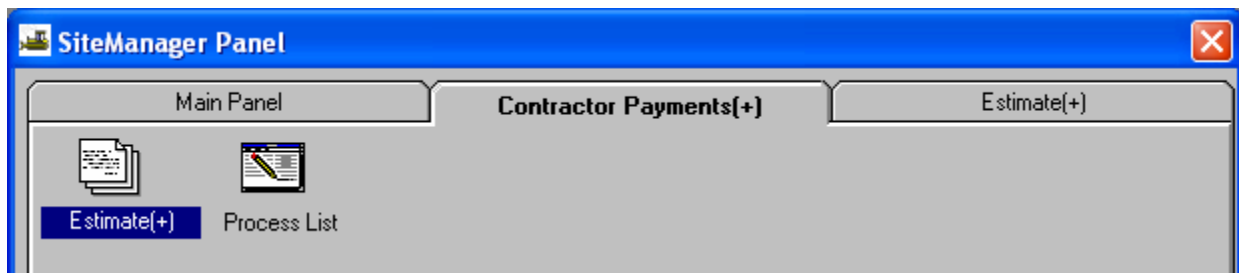February 2006, Version 3.7b

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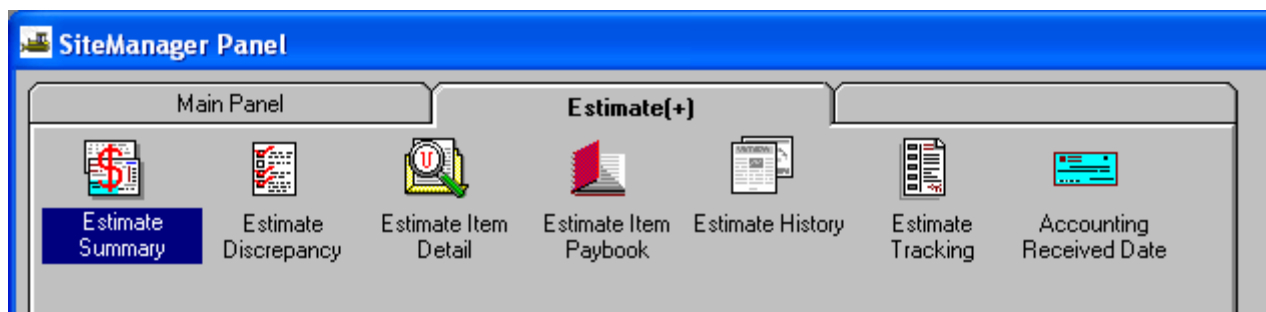
Viewing Accounting Received Date

This document will explain how to view the date Accounting receives the SiteManager estimate information and the estimate is ready to be processed.

"Double-click" on the **Contractor Payments (+)** icon located on the Main Panel.

"Double-click" on the **Estimates (+)** icon.

"Double-click" on the **Accounting Received Date** icon.

"Double-click" on the appropriate **Contract ID**.

"Double-click" on the appropriate **Estimate Nbr**.
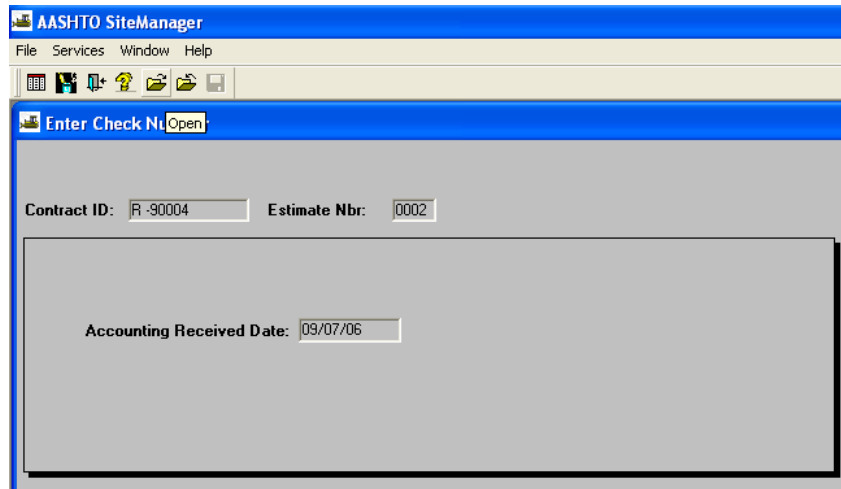
Accounting Received Date: The **Accounting Received Date** is the date that Accounting has verified they have received the estimate information for the given contract and estimate and the estimate is ready to be processed.

"Click" the **Close** button located on the toolbar to exit the window.

If another estimate is to be selected, "click" the **Open** button on the toolbar.

Exercise D-5-2 Group Exercise

Log into SiteManager as: inquire
Password: pass
Navigate from **Main Panel**:
"Double-Click" on **Contractor Payments (+)**
"Double-Click" on **Estimate (+)**
"Double-Click" on **Accounting Received Date**
"Click" the **Open** button located on the toolbar
"Double-click" on Contract ID R -90006
"Double-click" on Estimate Nbr: 0001

When did Accounting verify they have received the estimate information for the given contract and estimate and the estimate is ready to be processed?